

**ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY**  
**FY 2018 Quarter 2: January to March 2018**

Quarterly Report Period Covered FY 2018 Quarter 2 ANC 2D

**Summary of Receipts and Disbursement: Checking Account**

**Balance Forward** (from "Ending Balance" of Previous Quarterly Report) **\$9,506.51**

**Receipts:**

District Allotment	\$0.00	
Interest	\$1.12	
Other	\$0.00	
Transfer(s) from Savings Acct.	\$0.00	

**Total Receipts** **\$1.12**

**Total Funds Available** **\$9,507.63**

**Disbursements**

1 Personnel	\$0.00	
2 Direct Office Cost	\$0.00	
3 Communication	\$168.00	
4 Office Supplies, Equipment, Printing	\$0.00	
5 Grants	\$0.00	
6 Local Transportation	\$0.00	
7 Purchase of Service	\$300.00	
8 Bank Charges, Transfers and Petty Cash	\$0.00	
9 Other	\$25.00	

**Total Disbursements** **\$493.00**

**Ending Balance:** (Should Agree with Checkbook Balance at End of Quarter) **\$9,014.63**

**Approval Date By Commission:** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Chairperson** \_\_\_\_\_

**Secretary Certification** \_\_\_\_\_

**Date** \_\_\_\_\_

I hereby certify that the above noted quarterly financial report has been approved by a majority of Commissioners during a public meeting in which there existed a quorum.

**CHECK LISTING**

ANC 2D

Please list each check issued this quarter, including voided checks, and submit copies of your bank statements, back and front of canceled checks, receipts/invoices, contracts, agreements, grant request letters, minutes, and any other documentation that supports the disbursements listed herein. **Failure to submit copies of appropriate supporting documentation will result in disallowance of the related disbursement.**

Check #	Date	Payee	Amount	Expense Category #	Purpose of Expenditure	Date Approved
145	1/8/18	Peter Sacco	\$300.00	7	Contract payment for ANC's administrative coordinator for October 2017, November 2017, and December 2017	1/8/18
146	1/8/18	Peter Sacco	\$168.00	3	Reimbursement for the renewal of the ANC's website hosting service with Wix	1/8/18
147	1/8/18	The ANC Security Fund	\$25.00	9	Cost to participate in the annual ANC Security Fund	1/8/18
		<b>Total</b>	<b>\$493.00</b>			

(1) If ongoing operating expense, indicate "Budget" and date budget was approved. If not included in approved budget, indicate date Commission approved the expenditure at a public meeting.

# INCOME FORM

ANC 2D

Check if ANC has NO Savings Account

## SAVINGS ACCOUNT

**Balance Forward:** (from "Ending Balance" of Previous Quarterly Report) \$0.00

**Receipts:**

Transfer(s) From Checking Account	\$0.00	
Other (Interest Earnings, etc.)	\$0.00	
<b>Total Receipts</b>		<b>\$0.00</b>

**Total Funds Available:** **\$0.00**

**Disbursements:**

Transfer(s) to Checking	\$0.00	
Other	\$0.00	
<b>Total Disbursements</b>		<b>\$0.00</b>

**Ending Balance:** **\$0.00**

## CHECKING AND SAVINGS ACCOUNT DEPOSITS

Please list each deposit made this quarter into the ANC's checking and savings account

### Deposits to Checking Account

(Include transfers from savings account)

Date	Amount	Source/Description
1/31/18	\$0.39	Interest Paid
2/28/18	\$0.35	Interest Paid
3/30/18	\$0.38	Interest Paid

### Deposits to Savings Account

(Include transfers from checking account)

Date	Amount	Source/Description

## SUPPORTING DOCUMENTATION SUBMISSION SHEET

<b>Check Number</b>	145
<b>Check Amount</b>	\$300.00
<b>Check Date</b>	1/8/18
<b>Payee</b>	Peter Sacco
<b>Expense Category</b>	7
<b>Date Approved by ANC or Budget</b>	1/8/18
<b>Purpose</b>	Contract payment for ANC's administrative coordinator for October 2017, November 2017, and December 2017

### Non Grant Supporting Documentation (bill, invoice, or receipt)

Type of Document Attached (Bill, invoice, receipt)	Amount
Scan of check	
Invoice	
<b>Total</b>	\$0.00

### Grant Award/Disbursement Documentation

	Amount
<b>Application</b>	
<b>Statement of Use</b>	
<b>Receipts</b>	
<b>TOTAL</b>	\$0.00



**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

ANC 2D DISTRICT OF COLUMBIA GOVT

Page: 3 of 3  
Statement Period: Jan 01 2018-Jan 31 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 145  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan 8, 2018

Pay to the Order of: Peter Sacco \$ 300.00  
Three-hundred and 00/100 Dollars

Bank America's Most Convenient Bank®  
For: Ellen Guadalupe, Treas.  
David R. Bender

⑆054001725⑆ 4312818565⑆ 0145

#145 01/12 \$300.00

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 146  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan 5, 2018

Pay to the Order of: Peter Sacco \$ 168.00  
One-hundred and sixty-eight and 00/100 Dollars

Bank America's Most Convenient Bank®  
For: Rainab - Wk/Job 2018  
Ellen Guadalupe, Treas.  
David R. Bender

⑆054001725⑆ 4312818565⑆ 0145

#146 01/12 \$168.00

**Peter Sacco**

1436 Meridian Place NW #204  
Washington, DC 20010  
(978) 882-5013  
[2D@anc.dc.gov](mailto:2D@anc.dc.gov)

**INVOICE**

for Advisory Neighborhood Commission 2D

<b><u>Work Performed</u></b>	<b><u>Cost</u></b>
Administrative Coordinator duties (as defined in employment contract) for the month of October 2017	\$100.00
Administrative Coordinator duties (as defined in employment contract) for the month of November 2017	\$100.00
Administrative Coordinator duties (as defined in employment contract) for the month of December 2017	\$100.00
<hr/>	<hr/>
<b><u>Total Cost:</u></b>	\$300.00

## SUPPORTING DOCUMENTATION SUBMISSION SHEET

<b>Check Number</b>	146
<b>Check Amount</b>	\$168.00
<b>Check Date</b>	1/8/18
<b>Payee</b>	Peter Sacco
<b>Expense Category</b>	3
<b>Date Approved by ANC or Budget</b>	1/8/18
<b>Purpose</b>	Reimbursement for the renewal of the ANC's website hosting service with Wix

### Non Grant Supporting Documentation (bill, invoice, or receipt)

Type of Document Attached (Bill, invoice, receipt)	Amount
Scan of check	
Invoice from Wix	
<b>Total</b>	<b>\$0.00</b>

### Grant Award/Disbursement Documentation

Application	Amount
Statement of Use	
Receipts	
<b>TOTAL</b>	<b>\$0.00</b>



**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

ANC 2D DISTRICT OF COLUMBIA GOVT

Page: 3 of 3  
Statement Period: Jan 01 2018-Jan 31 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 145  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan. 8, 2018

Pay to the Order of: Peter Sacco \$ 300.00 <sup>x1/100</sup>

Three hundred and 00/100 Dollars

Bank America's Most Convenient Bank®

For: Ellen Guadalupe, Treas.  
David R. Bender

⑆054001725⑆ 4312818565⑈ 0145

#145 01/12 \$300.00

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 146  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan 6 2018

Pay to the Order of: Peter Sacco \$ 168.00 <sup>x1/100</sup>

One hundred and sixty-eight and 00/100 Dollars

Bank America's Most Convenient Bank®

For: Reimb - W/L/Job 2018  
Percent  
Ellen Guadalupe, Treas.  
David R. Bender

⑆054001725⑆ 4312818565⑈ 0145

#146 01/12 \$168.00



Wix.com LTD

**INVOICE #163363222****To**

Peter Sacco  
 Advisory Neighborhood Commission 2D  
 1436 Meridian Place NW #204  
 Washington, District of Columbia  
 20010 US

**Details**

Invoice Status - Closed  
 Issue Date: Dec 10, 2017

Service ID	Service Name	Bill Period	Billing Cycle	Quantity	Amount
69b22ec	Unlimited	Dec 20, 2017 - Dec 20, 2018	Yearly	1	\$168.00
<b>Total</b>					<b>\$168.00</b>

Payment Date	Payment Method	Amount
Dec 10, 2017	Visa 8445	\$168.00
<b>Total</b>		<b>\$168.00</b>

**If you have questions regarding this order please contact us:**Premium support: [billing@wix.com](mailto:billing@wix.com)Website: <http://www.wix.com>

Phone number: 1-415-639-9034

Address: PO box 40190 San Francisco, CA United States

## SUPPORTING DOCUMENTATION SUBMISSION SHEET

<b>Check Number</b>	147
<b>Check Amount</b>	\$25.00
<b>Check Date</b>	1/8/18
<b>Payee</b>	The ANC Security Fund
<b>Expense Category</b>	9
<b>Date Approved by ANC or Budget</b>	1/8/18
<b>Purpose</b>	Cost to participate in the annual ANC Security Fund

### Non Grant Supporting Documentation (bill, invoice, or receipt)

**Type of Document Attached (Bill, invoice, receipt)** **Amount**

Scan of check	

**Total** \$0.00

### Grant Award/Disbursement Documentation Amount

<b>Application</b>	
<b>Statement of Use</b>	
<b>Receipts</b>	

**TOTAL** \$0.00



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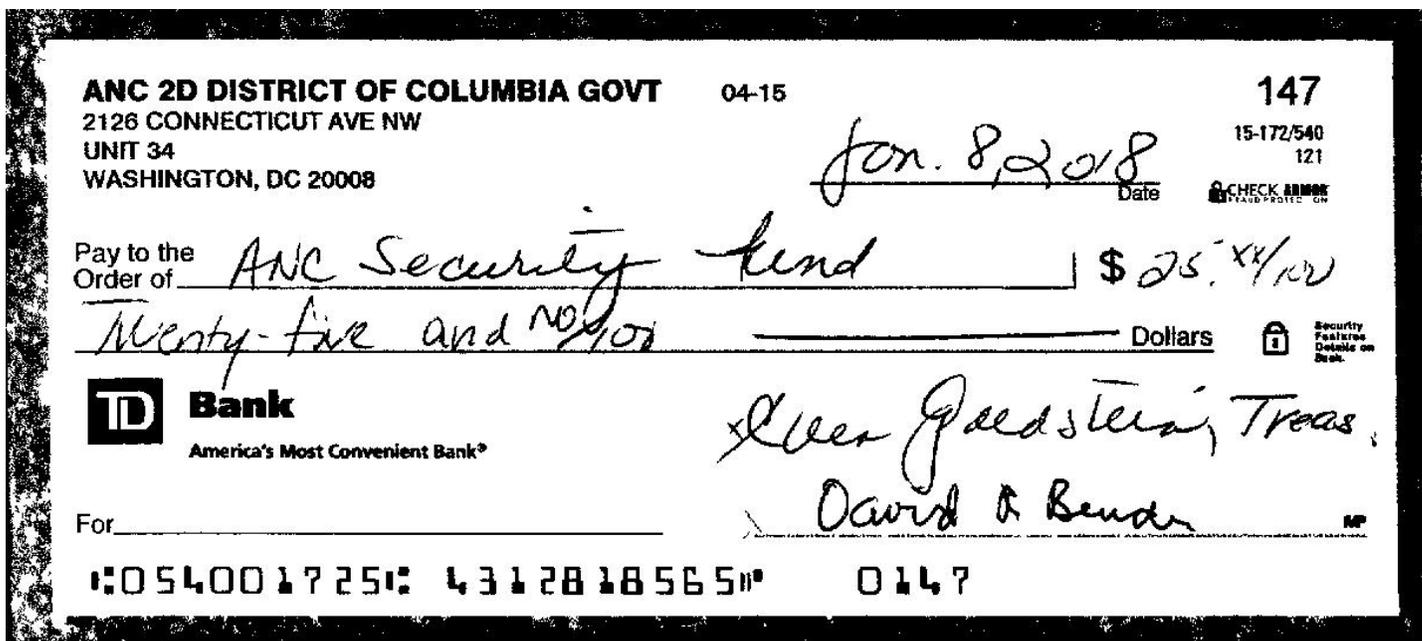
[Close Window](#)

### Check Images

[Print this page](#)

Account:	x8565 - PF FIXED RATE
Check Number:	147
Date Posted:	3/14/2018
<b>Amount:</b>	<b>\$25.00</b>

[Zoom In](#) [Zoom Out](#)



>252070561<  
 Colombo Bank #007  
 2018-03-14  
 0007252459  
 Batch 33524699



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STATEMENT OF ACCOUNT

ANC 2D DISTRICT OF COLUMBIA GOVT  
2126 CONNECTICUT AVE NW  
WASHINGTON DC 20008-1701

Page: 1 of 3  
Statement Period: Jan 01 2018-Jan 31 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

PF Fixed Rate

ANC 2D DISTRICT OF COLUMBIA GOVT

Account # 431-2818565

ACCOUNT SUMMARY

Beginning Balance	9,506.51	Average Collected Balance	9,204.58
Other Credits	0.39	Interest Earned This Period	0.39
Checks Paid	468.00	Interest Paid Year-to-Date	0.39
Ending Balance	9,038.90	Annual Percentage Yield Earned	0.05%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
01/31	INTEREST PAID	0.39
Subtotal:		0.39

Checks Paid

No. Checks: 2

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT
01/12	145	300.00
01/12	146	168.00
Subtotal:		468.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
12/31	9,506.51	01/31	9,038.90
01/12	9,038.51		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

# How to Balance your Account

**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

<b>1</b>	<b>Ending Balance</b>		<b>9,038.90</b>
<b>2</b>	<b>Total Deposits</b>	+	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	-	
<b>5</b>	<b>Adjusted Balance</b>		

<b>2</b>	<b>DEPOSITS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Deposits</b>		<b>2</b>

<b>4</b>	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>

	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Withdrawals</b>		<b>4</b>

**FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

**INTEREST NOTICE**

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**

ANC 2D DISTRICT OF COLUMBIA GOVT

Page: 3 of 3  
Statement Period: Jan 01 2018-Jan 31 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 145  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan. 8, 2018 @CHICK, AMME

Pay to the Order of: Peter Sacco \$ 300.00 <sup>X/1/10</sup>  
Three-hundred and 00/100 Dollars

TD Bank America's Most Convenient Bank®  
x Ellen Guadalupe, Treas.  
For: David R. Bender

⑆054001725⑆ 4312818565⑆ 0145

#145 01/12 \$300.00

ANC 2D DISTRICT OF COLUMBIA GOVT 04-15 146  
2126 CONNECTICUT AVE NW 15-172940  
UNIT 34 WASHINGTON, DC 20008 121

DATE: Jan 6 2018 @CHICK, AMME

Pay to the Order of: Peter Sacco \$ 168.00 <sup>X/1/10</sup>  
One-hundred and sixty-eight and 00/100 Dollars

TD Bank America's Most Convenient Bank®  
x Ellen Guadalupe, Treas.  
For: Rainab - W/1/10/2018 <sup>Percent</sup> x David R. Bender

⑆054001725⑆ 4312818565⑆ 0145

#146 01/12 \$168.00





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STATEMENT OF ACCOUNT

ANC 2D DISTRICT OF COLUMBIA GOVT  
2126 CONNECTICUT AVE NW  
WASHINGTON DC 20008-1701

Page: 1 of 2  
Statement Period: Feb 01 2018-Feb 28 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

PF Fixed Rate

ANC 2D DISTRICT OF COLUMBIA GOVT

Account # 431-2818565

ACCOUNT SUMMARY

Beginning Balance	9,038.90	Average Collected Balance	9,038.91
Other Credits	0.35	Interest Earned This Period	0.35
Ending Balance	9,039.25	Interest Paid Year-to-Date	0.74
		Annual Percentage Yield Earned	0.05%
		Days in Period	28

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
02/28	INTEREST PAID	0.35
	Subtotal:	0.35

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
01/31	9,038.90	02/28	9,039.25

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

# How to Balance your Account

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- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

<b>1</b>	<b>Ending Balance</b>		<b>9,039.25</b>
<b>2</b>	<b>Total Deposits</b>	<b>+</b>	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	<b>-</b>	
<b>5</b>	<b>Adjusted Balance</b>		

<b>2</b>	<b>DEPOSITS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Deposits</b>		<b>2</b>

<b>4</b>	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Withdrawals</b>		<b>4</b>

<b>4</b>	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Withdrawals</b>		<b>4</b>

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- Your name and account number.
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- The dollar amount and date of the suspected error.

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We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

**INTEREST NOTICE**

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

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America's Most Convenient Bank®

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STATEMENT OF ACCOUNT

ANC 2D DISTRICT OF COLUMBIA GOVT  
2126 CONNECTICUT AVE NW  
WASHINGTON DC 20008-1701

Page: 1 of 3  
Statement Period: Mar 01 2018-Mar 31 2018  
Cust Ref #: 4312818565-881-E-\*\*\*  
Primary Account #: 431-2818565

PF Fixed Rate

ANC 2D DISTRICT OF COLUMBIA GOVT

Account # 431-2818565

ACCOUNT SUMMARY

Beginning Balance	9,039.25	Average Collected Balance	9,024.74
Other Credits	0.38	Interest Earned This Period	0.38
Checks Paid	25.00	Interest Paid Year-to-Date	1.12
Ending Balance	9,014.63	Annual Percentage Yield Earned	0.05%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
03/30	INTEREST PAID	0.38
Subtotal:		0.38

Checks Paid

No. Checks: 1

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT
03/14	147	25.00
Subtotal:		25.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
02/28	9,039.25	03/30	9,014.63
03/14	9,014.25		

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- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
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<b>1</b>	<b>Ending Balance</b>		<b>9,014.63</b>
<b>2</b>	<b>Total Deposits</b>	+	
<b>3</b>	<b>Sub Total</b>		
<b>4</b>	<b>Total Withdrawals</b>	-	
<b>5</b>	<b>Adjusted Balance</b>		

<b>2</b>	<b>DEPOSITS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Deposits</b>		<b>2</b>

<b>4</b>	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>

<b>4</b>	<b>WITHDRAWALS NOT ON STATEMENT</b>	<b>DOLLARS</b>	<b>CENTS</b>
	<b>Total Withdrawals</b>		<b>4</b>

**FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

**INTEREST NOTICE**

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



